

## **HEARING OFFICER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Hearing Officer position exists is to perform professional legal work involved in interpreting and applying local and state laws. Conducts the hearing of civil traffic cases and related proceedings involving civil violations of applicable state statutes, rules city codes, and ordinances which are in the jurisdiction of the Court and renders decisions based on facts presented and the law. Receives general direction from the Presiding City Judge.

### **ESSENTIAL FUNCTIONS**

Conducts hearings and related proceedings such as arraignments and motions on civil citations regarding alleged violations of parking, civil traffic, and contested traffic matters; hears testimony, rules on motions and relevancy of evidence presented.

Uses considerable initiative, independent judgment, and objectivity when hearing and evaluating evidence presented, questioning witnesses, and finding defendants responsible or not responsible based upon relevance of evidence presented.

Applies law and precedent to facts and rules; imposes fines or sanctions and reviews complaints alleging civil traffic violations.

Reviews citations for technical violations, schedules hearings and pre-hearing conferences.

Interprets City Code, State laws, and Arizona Rules applicable to civil traffic offenses.

Analyzes evidence and data presented in court and applies existing law in the rendering of fair and equitable judgments.

Enters default judgments against defendants who fail to appear; initiates action to collect ordered, but unpaid fines.

Issues subpoenas, administers oaths, and instructs parties as to their rights; ensures that appeals are processed and filed timely with Superior Court.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### Knowledge of:

Working knowledge of courtroom procedures and oath administration; applicable State statutes including State traffic laws as set forth in ARS Title 28, Arizona Rules of Court for Civil Traffic cases and appeals; City of Scottsdale Code, ordinances and regulations pertaining to civil violations; legal research methods and legal terminology  
Principles and practices of public administration  
Policies and practices of the judicial system and/or municipal court systems  
City, state, and federal laws and legal terminology; and

jury and facilities management, including courtroom security.

Ability to:

Analyze, develop, and implement policy and procedural improvements with the City Court  
Analyze procedures and determine impact of proposed changes to improve Court operations  
Establish and maintain effective relationships with other City departments, subordinate personnel, public officials, and the general public.

**Education & Experience**

Any combination of training and experience equivalent to a Bachelors Degree in Business Administration, Public Administration, or related field. A law degree is preferred. Also requires certification by the Arizona Supreme Court as a Hearing Officer.

FLSA Status: Exempt

HR Ordinance Status: Unclassified